



USE OF DIVISIONS' EQUIPMENT

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I. DEFINITIONS

Division equipment and/or property means and includes:

- All equipment issued to employees.
- Division vehicles, accessories, and Division owned property contained therein.
- Comptroller of Maryland buildings, including equipment or property they contain.
- All other division equipment or property, which comes into the possession of an employee at any time.

II. CARE AND SECURITY

- A. Division personnel are required to properly care for and maintain all issued equipment.
- B. All division equipment is subject to periodic inspection (scheduled and unscheduled).
- C. Particular attention should be given to valuable or otherwise sensitive equipment and/or equipment containing sensitive information including but not limited to:
 - 1. Firearms
 - 2. Ammunition
 - 3. Vehicles
 - 4. Laptop Computers
 - 5. Zeltex Machines
 - 6. Badges
 - 7. Bulletproof Vests
 - 8. Handcuffs
- D. Field Enforcement Division members who are issued any sensitive item, including those items listed in Section C above, are responsible for securing the item(s) and keeping it from view of the general public when it is not under the direct supervision of the FED employee to whom it is assigned or another responsible member of the FED.

III. REPLACEMENT

- A. Upon written request by a member of the division, and with approval of the director, the division will replace or repair any issued property, which has been destroyed or damaged in the line of duty, or through normal wear and tear. Division property that has been lost, damaged or destroyed due to carelessness, negligence or neglect on the part of an employee may be replaced at the employee's expense.
- B. Reimbursement for a member's personal property that is damaged or destroyed while he/she engaged in any law enforcement duty will be considered on a case-by-case basis by the director.

IV. DISPOSAL

No division property will be thrown away, sold, destroyed, or otherwise disposed of, except with the permission of the director.

V. RETURN OF EQUIPMENT - TERMINATION OF EMPLOYMENT

Employees must return all division-issued equipment to the Division Administrator, upon termination of employment with the department. The Division Administrator will inventory all issued equipment and report any discrepancies to the director.

VI. STORAGE / INVENTORY OF EQUIPMENT

- A. Any sensitive or otherwise valuable equipment will be kept in a locked storeroom. Weapons, ammunition and other sensitive items as determined by the Director, Deputy Director or Assistant Director will be stored in the safe. Other items in question include but are not limited to weapons, ammunition, cameras, laptop computers, portable printers, flashlights, bullet proof vests and other equipment.
- B. An annual inventory of all Division equipment will be conducted by the Division Administrator. The results will be reconciled to current records and any discrepancies will be investigated. Final approval of the inventory will be by the Division Director or Deputy Director.

VII. DIVISION EQUIPMENT

- A. The Division Administrator is the designated custodian for Division equipment.

1. Desktop Computers/Laptop Computers

- a. All desktop and laptop computers are designated equipment and identified by an inventory number, recorded in inventory records.
- b. Both desktop and laptop computers are limited to use by authorized employees identified by specific passwords.
- c. Care should be used to protect computer equipment from power surges and damage. Employees are cautioned that eating and/or drinking during use exposes the equipment to the risk of damage of the equipment or files.
- d. All sensitive and important files should be backed up on disks or similar device. Disks or similar devices should be stored in a secure location with protection from excessive heat, cold or magnetic fields.

- e. Software security is maintained by the Information Technology Division (ITD).
- f. The ITD encourages users to protect data on all computer equipment and employs sufficient procedures and software to ensure data integrity. ITD also offers continuing training in the use of new programs. Employees are encouraged to avail themselves of these training opportunities.

2. Laptop Computers

- a. Laptop computers are assigned to some members of the FED.
- b. Users are to give special consideration to the security of laptop computers.
- c. Field vehicles are equipped with laptop computer mounts to help protect the equipment from damage when in use and to avoid unnecessary risk to the vehicle occupants in the event of an accident or collision.
- d. When leaving a vehicle for an extended period of time in public places, laptops should be either secured in the trunk or otherwise covered from view. If a laptop is secured within the car's locking dock station, it is not required to remove it.
- e. Employees should save sensitive information to a disk or similar device and those disks or devices should also be stored properly to protect them from excessive heat, cold or magnetic fields. Sensitive information should be stored in a location not accessible to unauthorized persons.

B. Other Equipment

1. The Division Administrator is responsible for the accounting and inventory of all equipment.
2. Inventory records will be maintained on all required equipment.
3. Inventory records will be maintained in a secure location separate from the actual property/equipment recorded in inventory.
4. Annual inventories will be conducted of all the division's equipment with results submitted to the Division Director.

C. Loss Management

1. Supervisors are responsible for monitoring the care and use of the Division's equipment issued to their subordinates.
2. This process is accomplished mainly through the monthly inspection program of vehicles and equipment.
3. Employees are responsible for properly maintaining their vehicles and equipment and immediately reporting a loss or breakage of issued equipment.
4. The Division Administrator bears additional responsibility to monitor the condition and use of equipment and other division property.
5. The Division Administrator is responsible to institute corrective measures to address any issues with procedural controls or problems identified during internal or external review.

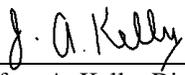
D. Access to Facilities

1. All areas within the Division's control containing sensitive, evidentiary or otherwise valuable property or documentation are kept locked. The Annapolis office and Motor Fuel Testing Lab are kept locked after normal business hours and/or weekends and holidays.
2. Keys to the offices and/or secure areas are limited to authorized personnel.
3. The Office Administrator is responsible for assigning keys to authorized personnel.

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4. Areas containing property/evidence and where certain equipment is stored are accessible only to authorized personnel. Access is limited to supervisors who have a need to enter the secured area.
5. Secured property rooms are only accessible to the Property Manager and the designated alternatives.
6. Written logs are kept in the secured property storage areas to record entry into those areas.
7. Immediate supervisors and the Division Administrator bear the responsibility to collect keys and ensure that access codes are changed, if necessary, when an employee leaves the Division.
8. The Division Administrator has overall responsibility to monitor compliance with procedures relating to facility access.

VIII. CANCELLATION: None.



Jeffrey A. Kelly, Director